

# FACILITY AREA REPORT - INSTRUCTIONS

## Michigan Department of Health & Human Services

### CERTIFICATE OF NEED

South Grand Building  
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Lansing, Michigan 48933

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<b>AUTHORITY:</b> PA 368 of 1978, as amended <b>COMPLETION:</b> Is <b>Voluntary</b> , but is required to obtain a Certificate of Need. If NOT completed, a Certificate of Need will NOT be issued.	The Department of Health & Human Services is an equal opportunity employer, services and programs provider.
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1. In column (a), list any departments/services included in the facility but not appearing on the chart. A blank chart has been provided for this. NOTE: Throughout the remainder of the document, departments/services will be identified as departments.
2. Outpatient and ambulatory care facilities must use listed departments as applicable to the facility and add others, as explained in Item 1.
3. Specify all areas in gross square feet (gsf). Include walls, partitions, and corridors.
4. Complete column (b) for **all departments**. If a department is NOT scheduled for change, columns (b), (c), and (h) will be identical. No other entries are required.
  - a. For all departments affected by the proposed project, entries **may occur** in columns (c) through (g).
  - b. Column (b) represents the total gsf currently occupied by a department. Column (b) will be equal to the sum of the entries in columns (c), (d), and (e).
  - c. Column (c) represents the area currently occupied that is expected to remain unchanged by the project.
  - d. Column (d) represents the area currently occupied by a department that will undergo some type of renovation as a result of this project.
  - e. Column (e) is the area of an existing department scheduled for demolition. It is space now being used that will no longer be available for any type of use.
  - f. Column (f) is the area of an existing department that has been scheduled for reallocation. It is used to show shifts of space reassigned from one department to another. **Gains** of space will be entered as positive numbers; **Losses** of space will be entered as negative numbers. The net result should be -0- for column (f).
  - g. Column (g) is new area to be added to the facility's existing gsf. This usually represents new construction. Additional space to be leased or purchased also must be entered here.
  - h. Column (h) represents the total gsf a department/service will occupy **after completion of the project**. Column (h) will be equal to the sum of the entries in columns (b), minus (e), plus or minus (f), plus (g).
5. GRAND TOTAL--Column (h) total area--will be equal to the sum of the entries in columns (b), minus (e), plus (g).

## FACILITY AREA REPORT

(a) Department/Service	(b) Existing Area	(c) To Remain Unchanged	(d) To be Remodeled	(e) To be Demolished	(f) To be Reallocated (-) From                      (+) To		(g) Newly Built Area Added	(h) Total Area
Administration								
Business Office								
CSR								
Central Stores								
Dietary								
Emergency								
Laboratory								
Labor/Delivery								
Laundry								
Medical Records								
Outpatient								
Pharmacy								
Physical Therapy								
Plant Operations								
Radiology								
Surgery/Recovery								
Subtotal								
Page 3 Total								
<b>GRAND TOTAL:</b>					<b>NET -0-</b>			

### CHECK FACTORS

Individual Department Line - Column (b) must equal columns (c), plus (d), plus (e). Column (h) must equal columns (b), minus (e), minus or plus (f) plus (g).  
Grand Total Line - Column (b), minus (e), plus (g) equals (h).

**NOTE: Do not complete shaded areas.**

## FACILITY AREA REPORT (continued)

(a) Department/Service	(b) Existing Area	(c) To Remain Unchanged	(d) To be Remodeled	(e) To be Demolished	(f) To be Reallocated (-) From (+) To		(g) Newly Built Area Added	(h) Total Area
Inpatient Units								
Medical / Surgical								
Pediatric								
OB / GYN								
Rehabilitation								
Psychiatric								
ICU								
CCU								
Other(s)								
Employee								
Facilities								
Public Areas								
PAGE TOTAL					NET -0-			

### CHECK FACTORS

Individual Department Line - Column (b) must equal columns (c), plus (d), plus (e). Column (h) must equal columns (b), minus (e), minus or plus (f) plus (g).  
Grand Total Line - Column (b), minus (e), plus (g) equals (h).

**NOTE: Do not complete shaded areas.**